

26 October 1955

MEMORANDUM FOR: Members of the CIA Career Council

SUBJECT : Addition to the New Fitness Report

1. In a recent conversation with the Chief, Management Staff, the Director asked if the supervisor could consider whether the job which an individual has been doing was necessary in the furtherance of the Agency's mission at the same time that the supervisor evaluates the performance and potential of that individual on the Fitness Report. The Director asked if the new Fitness Report could be modified to accommodate this question.

2. There is no doubt but that the Fitness Report has been designed as an evaluation of the person rather than the job. Whether a supervisor should be expected to state that a job in his unit is "less than necessary" should be faced realistically. I suggest that the Council consider whether the continuing surveys being made by the Management Staff and the Position Evaluation Division of the Office of Personnel could be strengthened to achieve that which the Director wishes to accomplish. Finally, the Council might consider whether it is appropriate to require a supervisor to commit himself on the need for a particular job in his unit without consultation with his chain of command or with technical management and support personnel.

3. In view of the Director's question, printing of the revised Fitness Report has been held up until this matter can be decided. The Council may wish to meet and discuss this in the near future (Thursday, 3 November 1955) or action can be taken immediately. To implement this matter, it would be necessary to add a new Section E at the bottom of the second page of the Fitness Report, (Part I), Performance. It is believed that the introduction of this item into the Fitness Report can be effected without upsetting the balance of factors which have been so carefully worked out and which the Council has approved.

4. The sample attached for your retention also shows the other changes which are being made in the Fitness Report as directed by the Council at its 13th Meeting on 15 September 1955.

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5. It is requested that you concur or comment on the attached concurrence sheet so that this matter may be handled expeditiously.

/s/

Marrison G. Reynolds

Member, CIA Career Council

Attachments:

1. Concurrence Sheet
2. Proposed Revision to
Fitness Report

Concur:

/s/

Chief, Management Staff

26 October 1955

Date

Distribution:

Orig. & 6 - 1 copy to each Member
of Career Council (7)

- 1 - EO/P
- 1 - Ex Secy, Career Council
- 1 - A&E Staff/OTR
- 1 - Plans Staff/OP
- 1 - RCO/OP
- 1 - C/Mgmt Staff

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Career Council/ [REDACTED] imp (26 Oct 55)

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ATTACHMENT 1

CONCURRENCES:

		Concur in Change 2	Request discussion on 3 November 1955
_____ Director of Personnel	_____ Date	<input type="checkbox"/>	<input type="checkbox"/>
_____ Director of Training	_____ Date	<input type="checkbox"/>	<input type="checkbox"/>
_____ Director of Communications	_____ Date	<input type="checkbox"/>	<input type="checkbox"/>
_____ Deputy Director (Plans)	_____ Date	<input type="checkbox"/>	<input type="checkbox"/>
_____ Deputy Director (Intelligence)	_____ Date	<input type="checkbox"/>	<input type="checkbox"/>
_____ Deputy Director (Support)	_____ Date	<input type="checkbox"/>	<input type="checkbox"/>
_____ Inspector General	_____ Date	<input type="checkbox"/>	<input type="checkbox"/>

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ATTACHMENT 2

CHANGES TO THE FITNESS REPORT

Change 1

Front of (Part I) Performance

Instructions FOR THE SUPERVISOR have been revised, as directed by the Career Council. In the sample attached, that which is crossed out in red has been revised; other text is unchanged. The full text is as follows:

"This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of this report can help you prepare for a discussion with him of his strengths and weaknesses. It is also Organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this report is the INITIAL REPORT on the employee, it MUST be completed and forwarded to the Office of Personnel no later than 30 days after the due date indicated in item 8 of Section A below."

Change 2

Back of (Part I) Performance

A new Section E, to go at the bottom of the back of (Part I) Performance, as follows:

SECTION E. NEED FOR CURRENT JOB IN ORGANIZATION

Has the need for the job which this employee has been performing changed during the period under review?

☐ Need has lessened

☐ Need remains the same

☐ Need has increased "

☒ Subsequent Sections will be re-lettered 7

Change 3

Back of (Part II) Potential

The following instruction has been added to item 3 of Section G, ESTIMATE OF POTENTIAL:

"Indicate the approximate number of months the rated employee has been under your supervision _____"